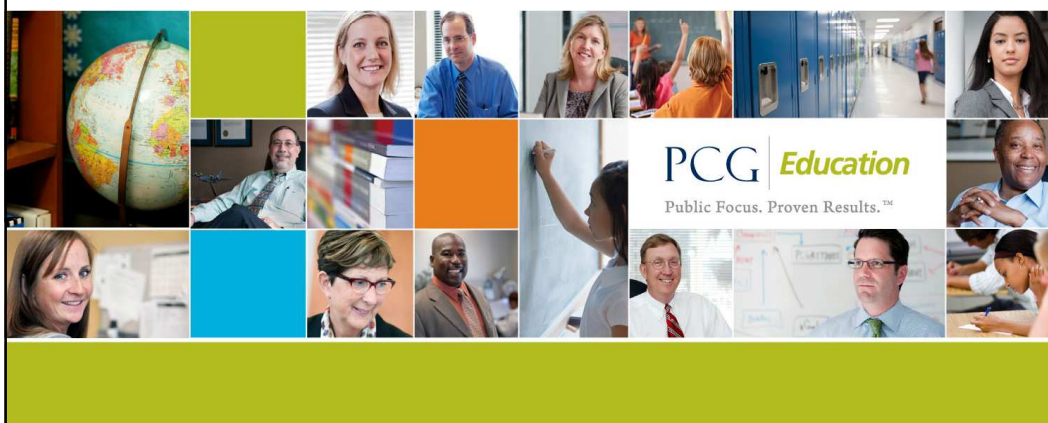


Administrative Claiming – Staff Pool List

Medicaid School-Based Administrative Claiming (SBAC) Program



Introductions



Public Consulting Group (PCG), on behalf of the Kentucky Department of Education, is responsible for administering the Kentucky School Based Administrative Claiming (SBAC) in Kentucky.

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What is Medicaid?



- Medicaid provides health care coverage and medical services to several populations including:
 - low-income children
 - pregnant women
 - families
 - individuals with disabilities
 - elderly citizens
- Medicaid is collaboratively funded by the states and the federal government

Schools and Medicaid



- Schools provide an array of health-related (medical) services in addition to traditional “educational services” to ensure that students are able to fully participate in the school environment ... These direct medical services form the basis for the Medicaid School Based Health Services (SBHS) Direct Billing Program
- As school staff work with students on a daily basis, they are uniquely positioned to assist in enrollment of eligible students in Medicaid, to assist them in receiving the medical services and supporting administrative services they require, and to provide medically-necessary services ... These administrative services form the basis for the School Based Administrative Claiming (SBAC) Program

Schools and Medicaid



- The Early and Periodic, Screening, Diagnostic, and Treatment (EPSDT) Program is Medicaid's provision for providing preventive child health services for individuals under the age of 21
 - Periodic health screening
 - Vision services
 - Dental services
 - Hearing services

What is the Administrative Claiming Program?



- The Administrative Claiming Program offers reimbursement for the costs of administrative activities that support fee for service (FFS) billing. Both programs are based on Federal Legislation and both are reimbursable through the same federal agency, Center for Medicare and Medicaid Services (CMS).
- The reimbursable Administrative activities fall into several categories
 - Medicaid Outreach
 - Facilitating Medicaid Eligibility Determination
 - Transportation Related to Medicaid Services
 - Translation Related to Medicaid Services
 - Program Planning, Policy Development, and Interagency Coordination Related to Medicaid Services
 - Medicaid Related Training
 - Referral, Coordination and Monitoring of Medicaid Services

School-Based Examples of Allowable Activities - SBAC



- Providing information to individuals and families regarding the Kentucky Medicaid program and available services
- Scheduling and/or coordinating medical screens or mental health diagnostic services
- Gathering any information that may be required in advance of these referrals
- Developing internal plans and strategies to improve health service delivery and eliminate gaps
- Attending a parent meeting for a child with issues that may need outside health or counseling services
- Observing a child as part of the process for referred students of the intervention and referral services
- Coordinating a meeting with school staff and parents to determine if mental health or educational evaluations are needed

Who can participate?



- Staff can be included in the staff pool list if they perform allowable Medicaid outreach activities to support direct medical services that are billable on a regular basis
 - Direct Service Staff Pool List – Those individuals that perform and provide services that are billed to the fee for service program.
 - Administrative Staff Pool List – Individuals that perform administrative functions to support the fee for service program.

Who can participate?



| Cost Pool | Job Category |
|--------------------------|--------------------------------------------------------------|
| Direct Service Personnel | ASHA Certified Speech Language Therapist |
| Direct Service Personnel | Board Certified Behavior Analyst |
| Direct Service Personnel | Board Certified Assistant Behavior Analyst |
| Direct Service Personnel | Certified Occupational Therapy Assistant (COTA) |
| Direct Service Personnel | Health Aide |
| Direct Service Personnel | Interpreter/Interpreter Assistant (DS) |
| Direct Service Personnel | Licensed Audiologist |
| Direct Service Personnel | Licensed Clinical Social Worker |
| Direct Service Personnel | Licensed Occupational Therapist |
| Direct Service Personnel | Licensed Physical Therapist |
| Direct Service Personnel | Licensed Physical Therapy Assistant |
| Direct Service Personnel | Licensed Practical Nurse (LPN) |
| Direct Service Personnel | Licensed Professional Clinical Counselors |
| Direct Service Personnel | Licensed Psychologist/Certified Psychologist |
| Direct Service Personnel | Orientation and Mobility Specialist (DS) |
| Direct Service Personnel | Registered Nurse (RN)/Advanced Registered Nurse Practitioner |
| Direct Service Personnel | Respiratory Therapist |

Who can participate?



| Cost Pool | Job Category |
|--------------------------|-----------------------------------------------------|
| Administrative Personnel | Administration |
| Administrative Personnel | Bilingual Assistants |
| Administrative Personnel | Diagnostician |
| Administrative Personnel | Program Specialist |
| Administrative Personnel | Pupil Support Technicians/Services Administrators |
| Administrative Personnel | School Counselors |
| Administrative Personnel | School Psychologists/Psychologist Interns |
| Administrative Personnel | School Social Workers |
| Administrative Personnel | Special Education Teachers |
| Administrative Personnel | State Licensed Speech Language Therapist (Non-ASHA) |
| Administrative Personnel | Support Technicians - Special Education |
| Administrative Personnel | Licensed Speech Language Therapy Assistants |

STAFF CAN ONLY BE LISTED ONCE ON THE STAFF POOL LIST AND WILL ONLY BE ASSOCIATED WITH ONE COST POOL

Staff Pool List - FAQ Frequently Asked Questions



Q: A staff person in my district was selected for a random moment and did not receive the notification. What should they do?

A: You should be sure to update their email address in the random moment time study website for future moments and the individual should call PCG at 877-395-5016 Ext. 1 to receive their login information.

Q: Why do I receive so many random moments? Is the sample really random?

A: The time study is completely random. Each participant is eligible for every moment. It is simply the luck of the draw. If a participant works in multiple districts they often end up with more moments in a quarter since they are on multiple staff pool lists.

Staff Pool List - FAQ Frequently Asked Questions



Q: The staff in my district are deleting the random moments because they think it is spam. What should I do?

A: At the start of every quarter, the Master Sample File is sent out to each district which shows all of the staff that were chosen for random moments and the date and time of their moment. While you should not tell the staff person the date and time of their moment, it is recommended to give those individuals a heads-up that they were chosen for a random moment and should expect an email.

Q: I certified my staff pool list, but the report says that I didn't. What am I doing wrong?

A: When certifying your staff pool list, be sure to check the box that says "All" and click certify. This will certify all (both) cost pools.

Staff Pool List - FAQ Frequently Asked Questions



Q: A staff person in my district said that he completed the random moment, but the compliance report shows the moment as incomplete. Why?

A: They may have completed the random moment after the compliance report was generated thus the report would indicate that the moment is not complete. If this is not the case, the participant may have entered the information for the moment, but did not click the final certify button. The submit button will not be accessible until the participant checks the box next to the red asterisk indicating that the information they provided in the moment is correct.

KDE SBAC Information Website



[KDE > Administrative Resources > Finance & Funding > Medicaid Services > Medicaid School Based Administrative Claiming Program](#)

The screenshot shows the Kentucky Department of Education website. The header includes the Kentucky.gov logo, the text 'KENTUCKY DEPARTMENT OF EDUCATION' with the tagline 'Every Child Proficient and Prepared for SUCCESS', and navigation links for 'KY Agencies', 'KY Services', and a search bar. A breadcrumb trail reads: 'KDE > Administrative Resources > Finance & Funding > Medicaid Services > Medicaid School Based Administrative Claiming Program'. The main content area is titled 'Medicaid School Based Administrative Claiming Program (SBAC)' and includes a sub-header 'Last Updated on Tuesday, February 07, 2012 at 2:43 PM'. The text describes the SBAC program as using federal funds to reimburse administrative activities for the proper and efficient administration of Kentucky's state Medicaid plan. It mentions that the program reimburses school districts for time spent on identifying and enrolling eligible children and their families into Medicaid, supporting efforts to help students and their families learn about Medicaid, apply for benefits, and refer students to community medical and mental health providers or collaborate with other school staff or community agencies to address health care needs.



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